

COMMONWEALTH OF VIRGINIA

VIRGINIA STATE LIBRARY

DIVISION OF RECORDS MANAGEMENT

REQUEST FOR AND AUTHORIZATION OF
RECORDS RETIREMENT

THIS AUTHORIZATION IS EFFECTIVE UNTIL CANCELLED

2. AGENCY:

Virginia Supplemental
Retirement System

3. AUTHORIZATION NO.:

158-23

4. DIVISION:

Finance/Data Processing

5. SUB-UNIT:

Contribution Accounting-Group Insurance

6. REQUESTED BY:

Gary L. Smith

DATE REQUESTED:

4/2/81

7. AGENCY APPROVAL:

Glen D. Pond

DATE APPROVED:

4/6/81

8. RATE OF ACCUMULATION PER ANNUM:

10.0 cubic feet

9. KIND OF COPY:

Original

10. SIZE OF FORM/RECORD:

8-1/2" x 11"

11. COLOR OF FORM:

White

12. ☒ MACHINE POSTED☒ Hand/type

1. NAME OF FILE OR RECORD:

Member Agency History Activity File-
Group Insurance (Teacher & Political
Codes)

13. RECOMMENDED RETENTION AND DISPOSAL SCHEDULE:

A. CURRENT FILE:

1 year

B. INACTIVE FILE:

3 years

C. STORAGE:

N/A

D. MICROFILM FILE OR RECORD AND

☐ DESTROY DATA☐ RETURN DATAE. ☐ STORE FILM☐ RETURN FILM

14. ARRANGEMENT OF RECORDS:

☐ CHRONOLOGICAL☐ ALPHABETICAL

SERIES CUT OFF:

☐ CALENDAR☐ CONTINUOUS☒ NUMERICAL☐ SUBJECT NUMERICAL☒ FISCAL☐

Numerical by: Agency Code

5. APPRAISAL OF FILE OR RECORD -- (TABULATE EACH FORM BY NUMBER AND TITLE)

The history activity file records all member agency activity for each fiscal year. The file provides activity data concerning moneys due VSRS, for reference by the Contribution Section accountants. The records are retained for reference and audit.

The file set is in agency numerical order while the documentation included in each individual agency file set is in chronological order. The documents in a file include computer produced updates, contribution transmittals (VSRS-40/41), payroll adjustments (VSRS-16), and journal vouchers.

The date range is 1979 to the present and the total accumulation is 20.0 cubic feet.

DISPOSITION: Retain for three years or until audited, whichever is longer, and destroy.

SPACE BELOW THIS LINE FOR USE OF STATE RECORDS ADMINISTRATOR

APPROVED RETENTION AND DISPOSAL SCHEDULE:

☐ BURN☐☐ WASTE PAPER

CURRENT FILE:

____ YEARS

INACTIVE FILE:

____ YEARS

STORAGE:

____ YEARS

☐ RETAIN

PERMANENTLY

____ YEARS AFTER AUDIT

☐ APPROVED AS

RECOMMENDED

BY AGENCY

REMARKS:

DATE:

JUN 03 1981

STATE CONTROLLER OR DEPUTY:

C. Mary Burke

DATE:

4/13/81

STATE LIBRARIAN OR DEPUTY:

Louis A. Mancini

DATE:

APR 10 1981

STATE RECORDS ADMINISTRATOR:

C. Mary Burke